

# **MLRA Region 10**

## **Procedure to Obtain and Process Official Series Descriptions**

### **March 9, 2007**



There are multiple steps that an official soil series description (OSD) must go through before it is stored in the Official Soil Series Description database. Following is a listing of the general steps involved in processing an OSD:

- A new series or series revision is deemed necessary by the soil survey project leader and/or SDQS.
- For new series, a series name is chosen and checked against existing series names for any possible conflict or similarity.
- The first draft of the OSD is created at the Soil Survey Project Office. The OSD is spell checked and then run through the OSD checking routine.

#### **OBTAINING OSDs**

1. Go to <http://soils.usda.gov/technical/classification/osd/index.html>
2. Select - **View OSDs by List of Series Names (with FTP option)**
3. Type in the **series names** that you want to edit.
4. After you are finished typing in the series names, click on "**Process**".
5. The series names will be highlighted. Click on "**FTP**".
6. Click on "**Zip file**" and "**DOS and MS Windows**".
7. At the bottom of the screen, click "**Download**".
8. To download the file to your system, **right click** on "**osd.zip**". A box will appear. Click on "**Save target as ....**".
9. Save the osd.zip file in OSD\_Check directory.
10. Log out by clicking on "**File**" and "**Close**".
11. Go to Windows Explorer and go to the directory that has the osd.zip file.
12. **Double click** on **osd.zip** file. This will open the winzip box, and the osds as text files will appear in the box.
13. With Windows Explorer open, **click and drag** the file into the directory where you edit official series descriptions.
14. Now go to MSWord and go to the directory where the files are located.
15. Open the .txt file and **save as a .doc** file.

#### **EDITING OSDs**

16. Open the .doc file and go to "**Tools**" - "**Track Changes**".
17. If this is the first time you are tracking changes, click on "Options" in the Highlight Change box.
18. In the Track Changes box, do the following:
  - Insert text
    - Mark-none
    - Color 
  - Delete text
    - Mark-strikethrough
    - Color 
  - Changed lines
    - Mark-left border
    - Color-black

Then click "OK"

19. Make edits (using the Guidelines at <http://www.mol0.nrcs.usda.gov/references/osdguides/editingosds.pdf>). The additions should show up in red, and deletions should show up in red with a strikethrough. Record/Keep all changes marked on documents.
20. Add your initials to the Rev. line (line 4). Save the edited file as seriesname.date.doc (for example: cathro.06.16.06.doc).

### **PROCESSING OSDs**

21. Send the edited OSDs to the St. Paul MLRA office as an attachment to an e-mail message.
22. The SDQS reserves the name in the Soil Classification (SC) database. The SC record for that series must be populated before the OSD can be stored in the OSD database.
23. The SDQS reviews and comments/edits the OSD as needed. The SDQS will make minor edits. If major work is needed (at the discretion of the SDQS), the OSD will be sent back to the originating office for further work. There is no excuse for misspelled words. The OSD will be returned if the formatting and spelling are not correct.
24. When the concept of the series, classification of the series or a new typical pedon has been selected, a review copy of the OSD will be sent by e-mail to all soil scientists who use the series or have a competing series. Comments should be sent within 30 days to the SDQS for review, and necessary changes should be made to the OSD.
25. The OSD should be run through the OSD check program.
26. The OSD will be submitted to the OSD database.

Once the OSD is stored in the OSD database, it is readily accessible through the internet at the following address: <http://ortho.ftw.nrcs.usda.gov/cgi-bin/osd/osdname.cgi>